

**Charging Transaction Fees**

Policy Area: eCommerce	Effective Date: 07/16/2000
Policy Sub Area: NA	Last Revision Date: NA
Authority: G.S. 147-86.22(b) and G.S. 66-58.12	Policy Owner/Division: Statewide Accounting
<u>Policy</u> <ul style="list-style-type: none">• All state entities desiring to impose a transaction fee must comply with the following requirements:• All agencies must adhere to the policies established by the Office of State Budget and Management (OSBM) and the Office of Information Technology Services. The agency must request the establishment of a special fund budget code by OSBM and OSC. All transaction fees collected are to be recorded separately from the revenue being collected, with the transaction fees being deposited to the special fund budget code.• Funds deposited to the special fund budget code may be used only for e-commerce initiatives and projects, to include any third-party related fees and merchant card processing services.• The practice of charging transactions fees shall not conflict with any merchant card associations' Rules. Notwithstanding that the fee revenue may be used to pay for merchant card processing services, all fees charged are for the conducting of an electronic transaction, not for the utilization of a merchant card.• Fees charged under this statute pertain only to obtaining electronic access, which includes the Internet, voice response unit. Electronic access does not include mail orders or telephone orders, commonly referred to as MOTO. Neither does it include the acceptance of a face-to-face merchant card transaction.• The notice must be provided to the consumer advising of the fee, before the payment is affected.	
<u>Procedures</u> NA	
<u>Accounting Guidance</u> NA	
<u>Related Documents (Memos/Forms)</u> NA	

Revision History	
Date	Description
NA	